

## **AGENDA**

### **BOARD OF MAYOR AND ALDERMEN ORGANIZATIONAL MEETING**

**January 6, 2004**

**Upon Conclusion of Board of School Cmte. Mtg.  
Aldermanic Chambers  
City Hall (3<sup>rd</sup> Floor)**

1. Mayor Baines calls the meeting to order.
2. Mayor Baines calls for the Pledge of Allegiance, requesting that an Alderman lead the Board in this function.
3. A moment of silent prayer is observed.
4. The Clerk calls the roll.
5. **Mayor Baines advises that a motion is in order to adopt the same rules as the previous Board suggesting that Rule 16A (Ordinances changing job class specifications) be added and adopted at this time.**

**(Motion to be Seconded by any Alderman.)**

**Mayor Baines**

The motion having been made and duly seconded, the question is on passing. All in favor of its adoption, please signify by voting 'aye'; those opposed 'nay'.

6. **Mayor Baines entertains nominations for a Chairman of the Board, term expiring January, 2006.**

7. **Mayor** – Committee Assignments

8. **Mayor Baines advises that a motion is in order to appoint five members of the Board of Mayor and Aldermen to serve on the Committee on Joint School Buildings.**

**(Motion to be Seconded by any Alderman.)**

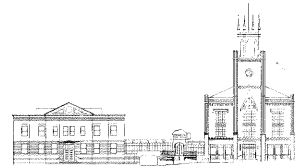
9. **Mayor Baines**

Unless there is any further business, the Chair will entertain a motion to adjourn.



# CITY OF MANCHESTER

## Office of the City Clerk



Leo R. Bernier  
City Clerk


Carol A. Johnson  
Deputy City Clerk

Paula L-Kang  
Deputy Clerk  
Administrative Services

Matthew Normand  
Deputy Clerk  
Licensing & Facilities

Patricia Piecuch  
Deputy Clerk  
Financial Administration

Memo To: Mayor Baines, All Aldermen and Aldermen-Elect

From: C. Johnson   
Deputy City Clerk

Date: December 16, 2003

Re: Suggested Rule Change

Recently a meeting of the Human Resources Director, the Chair of the Human Resources Committee, Deputy Solicitor Arnold and myself was held to discuss measures that could simplify the process for changing class specifications that do not effect titles of positions or salary changes.

According to the Human Resources Director, the current process is somewhat slow and has sometimes created situations where a position is advertised and not updated as it should be. Ms. Lamberton also notes that updating the class specifications is important in the big picture so the City can avoid the massive task of a City-wide update through a private consultant in the future.

To address these concerns the following rule change is suggested:

### **Rule 16A (Ordinances changing job class specifications)**

Ordinances providing for changes in class specifications which do not change the title of a position and do not provide for any change in the salary grade of such position shall be reviewed by the Committee on Human Resources. Upon approval by the Committee, the City Clerk shall submit such ordinances to the Board of Mayor and Aldermen where the question shall be on passing same to be Ordained without referral to committee or any other action by the Board.

As you are aware, the Board typically adopts rules at the organizational meeting in January. It is suggested this rule be added and adopted at that time.